

ADMINISTRATIVE - INTERNAL USE ONLY

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28 March 1963

Executive Assistant to the DD/S

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ATTN : [REDACTED]

Chief, Records Management Staff/DDS

Mail Transporting Equipment

1. Recommendation #21 of the Survey Report of the Agency Courier System dated 29 June 1962 proposes:

"21. PROVIDE THE COURIER SYSTEM WITH SUITABLE MAIL TRANSPORTING EQUIPMENT".

2. In an effort to assist in accomplishing this recommendation, we have searched for suitable equipment and the attached brochures and photographs illustrate possibilities for consideration.

3. At the request of the Office of Security, I have arranged for [REDACTED] representative of the [REDACTED] to come here on 3 April at 10:00 to discuss this equipment. This Company has provided special Mail Handling equipment for the State Department, HEN, Social Security and the Pentagon. I will advise whether this company seems to offer possibilities for our use. Perhaps someone from the Office of Logistics Services Division may want to attend this meeting.

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Attachments

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